

SECTION B

Measurement Tools Reports

The following pages describe reports to assist you in managing the Direct Loan process at your institution. You may want to develop similar reports to gather data from your custom system. The data tables show the field labels and valid field contents from EDEExpress. You can create similar reports using your own field labels and field contents, using the provided tables as a guide.

Booked Status Measurement Report

Description

This report provides a review of booked and unbooked records on the database up to a given end date in separate sections. The report compares Direct Loan data to LOC data received in the Direct Loan School Account Statement.

Analysis Tips

This report is a valuable tool for identifying and resolving booking problems. For example, this report lists all loans with all three status flags not equal to A (Accepted). This may indicate the export batches were created, but not sent to the LOC, or acknowledgment batches were not imported when received back from LOC. On another level, this report helps you analyze the bottlenecks in processing. For example, the report indicates a high percentage of status codes of B (Batched) or E (Rejected). A promissory note with an E (Rejected) status can indicate the Borrower changed the promissory note without initialing the change, some information was missing, or the promissory note was not signed.

Booked Status Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name	The loans are identified and can be sorted by the borrower's name.
Student's Name	The loans are identified and can be sorted by the student's name If the loan is a Stafford Subsidized or Unsubsidized this will be blank.
Loan ID	Identifies the loan record. The report can be sorted by Loan ID.
Current SSN	Identifies the borrower's Social Security Number.
Origination Status	The status of the loan origination record. Valid values are: B Batched or grouped and ready to transmit to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC Note: The values of N (Note Ready to Originate) and R (Ready to Originate) are valid status values, but do not appear on this report.
Promissory Note Status	The status of the promissory note. Valid values are: S Signed and received by the institution S* Included on a shipping manifest to be mailed to LOC E Error, previously rejected by the LOC X Pending at the LOC A Accepted previously by the LOC Note: The values of N (Not Ready), R (Ready), and P (Printed) are valid promissory notes status values, but those records would not appear on this report.
Disbursement Status	The status of the first through twentieth disbursement records. Valid values are: R Ready to be batched B Batched and ready to be sent to the LOC E Error, previously rejected by the LOC A Accepted previously by the LOC The value of N(Not Ready) is a valid disbursement status value, but those records would not appear on this report.
Disbursement Type	Identifies the type of actual disbursement. The valid values are: G Gross disbursement N Net disbursement A Adjusted gross disbursement J Adjusted net disbursement Q Adjusted disbursement date
Disbursement Amount	Disbursement amount corresponding with each actual disbursement. If Disbursement type = Q then the disbursement amount will be blank.
Disbursement Date	The actual disbursement date corresponding with each actual disbursement record.
<Status Code> Total Number	The total number of disbursements with the listed status code for origination, promissory note, or disbursement
<Status Code> Percentage	The percentage of the total number of records at this status for origination, promissory note, or disbursement.
Total records	The grand total of all loan disbursements listed on the report.

Sample Document Output

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
 Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
 Booked Status Measurement Report
 (Query Title) Sort: Last Name
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period to: 99/99/9999

Booked Records

BORROWER'S NAME

STUDENT'S NAME LOAN ID	CURRENT SSN	Orig Sts	Pnote Sts	Disb Sts/#	Disb Type	Disb Amt	Disb Date
-----	-----	----	-----	-----	-----	-----	-----
JAMES, JANNA F 111111115S98G91234001	111-11-1115	A	A	R 1	A	\$99,999	99/99/9999
STANLEY, LISABETH A 111111116S98G91234001	111-11-1116	A	A	A 1	A	\$99,999	99/99/9999
STANLEY, LISABETH A 111111116S98G91234001	111-11-1116	A	A	A 3	A	\$99,999	99/99/9999
STANLEY, LISABETH A 111111116S98G91234001	111-11-1116	A	A	A 4	A	\$99,999	99/99/9999
STANLEY, LISABETH A 111111116S98G91234001	111-11-1116	A	A	A 5	A	\$99,999	99/99/9999
STANLEY, LISABETH A 111111116S98G91234001	111-11-1116	A	A	A 6	A	\$99,999	99/99/9999

Total Booked Disbursements Actual: \$999,999,999

Total Booked Net Adjustments: \$999.999.999

B = Batched Origination Records	9999	999.99%
E = Rejected Origination Records	9999	999.99%
A = Accepted Origination Records	9999	999.99%
S = Promissory Notes Without Manifest	9999	999.99%
M = Prom Notes Sent on Manifest	9999	999.99%
E = Rejected Promissory Notes	9999	999.99%
X - Pending Promissory Notes	9999	999.99%
A = Accepted Promissory Notes	9999	999.99%
R = Ready Disbursement Records	9999	999.99%
B = Batched Disbursement Records	9999	999.99%
E = Rejected Disbursement Records	9999	999.99%
A = Accepted Disbursement Records	9999	999.99%

Total Record 99,9999

Changed: S = Signed Promissory Notes To: S = Promissory Notes without Manifest/
 Shows change to 8 Actual Disb

Origination Change Measurement Report

Description

This report provides information on the number of times loan origination records are changed and which fields have changed. The report prints the student's Loan ID, loan transmit number, the fields that changed, and the field transmit number. The loan transmit number indicates the number of times the loan record has changed and was sent to the LOC. The field transmit number does not necessarily indicate the number of times the field has changed -- only the number of times the contents of the field was reported to the LOC in a loan origination change record.

When you select this report from EDEExpress, you have the option to limit the number of times the loan record has changed or the transmission number associated with a field, plus the standard sort and selection criteria available on all measurement tool reports.

Analysis Tips

The report can be used to review and hopefully reduce the number of changes or costly transmission of changes to the LOC. For example, if several students have a large amount of change records:

- Are you sending origination records to the LOC before the data is available or before the data is collected accurately?
- If there are specific fields that are changed frequently, is there a problem collecting accurate data?
- How time sensitive is the data or can change records be held and sent less often?

Origination Change Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name, Student's Name, Loan ID, and College Grade Level	The loans are identified and can be sorted by either the Borrower's Name/Student's Name and Loan ID in the left most column. The College Grade Level prints on the third line.
Number of Times Record Changed	This number represents the loan transmission number. This number increments by 1 for every time the loan records are sent to the LOC. The loan origination record is always 1, and then each additional change record increments this transmission number. Therefore, loan transmit numbers are one greater than the number of change records sent to the LOC. The value of 3 in this field represents sending the initial origination record and two change records.
Field Name Changed	Prints a list of all field names for which changes were made. Every field included in a change record sent to the LOC is listed.
Field Transmit No	This number represents which change record this field was last changed on. For example, a value of 02 prints next to all fields last changed on the first change record (record with loan transmit number).

```
Report Date: 99/99/9999      U.S. DEPARTMENT OF EDUCATION      Page:      99
Report Time:   99:99:99      2000-2001 Federal Direct Loan Program
                                Origination Change Measurement Report
                                (Query Title)      Sort: Last Name
                                ALL RECORDS
```

Borrower's Name

Student's Name _____

Loan ID

College Grade Level

of Times

Record Chgd

Field Name Changed

Field

Transmit #

XXXXXXXXXXXXXXXXXXXX, XXXXXXXXXXXX X

99

XXXXXXXXXXXXXXXXXXXXXXXXXXXX

999999999999

99999999999999999999999999999999

99

DAY, LINDA

02

Borrower's Last Name

02

111111113S98G91234001

Borrower's First Name

02

11
03

Promissory Note Measurement Report

Description

This report monitors the process of receiving signed promissory notes from borrowers, updating EDEExpress with the date signed, then sending the signed notes with a manifest to the LOC. An acceptable date range is determined by the institution and entered as the tolerance or institution guideline. The process time is calculated and averaged over the number of records processed for the reporting period then compared to your institutional tolerance. It is important to monitor this process carefully since LOC acceptance of the promissory note is a part of booking the loan.

This report contains detailed records of all active originated loan records on the database with a promissory note received date. Originated records are identified as having a loan origination status equal to R (Ready to be Batched), B (Batched for Export), or A (Accepted by the Loan Origination Center). Loan records with loan origination status equal to N (Not Ready) or E (Error) or a loan inactive flag equal to Y (Yes inactive) are not included. Promissory notes must have been printed, signed by the borrower, and returned to the school. Completed Promissory Note Received Date indicates all of these steps have been completed.

At the time you select this report from EDEExpress you have the option to print just the exceptions (those outside the tolerance range) on the report, select a date range for the reporting period, print totals only, plus the standard sort and selection criteria.

Analysis Tips

If the Promissory Note report shows your process is performing outside of the institutional tolerance, consider the following:

Note Volume

- How does the volume of notes affect your processing?
- What is the most efficient number of notes included on a manifest?

Manifest Creation

- Do your procedures call for creation of a manifest based on the number of notes ready to be sent or based on time elapsed since last manifest?
- Which procedures best meet your needs?

Promissory Note Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name	The loans are identified and can be sorted by the borrower's name.
Student's Name	The loans are identified and can be sorted by the student's name. If the loan is subsidized or unsubsidized this will be blank.
Loan ID	Identifies the promissory notes. The report can be sorted by Loan ID.
Received Date	Prints the date received from the loan record.
Manifest Date	Prints the date the promissory note was included on a manifest.
Days Elapsed	The number of days which have elapsed between the date the note was received and the date the note was included on the manifest. An asterisk (*) prints if the current system date is used for the manifest date to calculate days elapsed.
Total Number of Loan Records	The total number of loan records with signed promissory notes in the loan database for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Average Days Elapsed	The average number of days elapsed between the date the notes were received and the date the note was included on a manifest.
Recommended Tolerance	The tolerance established by the institution for the number of days to elapse between received date and manifest date.

Sample Output Document

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
 Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
 Promissory Note Measurement Report
 (Query Title) Sort: Last Name
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: 99/99/9999 to 99/99/9999

Borrower's Name Student's Name Loan ID (PLUS)	Received Date	Manifest Date	Days Elapsed
-----	-----	-----	-----
MAGUIRE, JERRY 424123456P98G91234001	03/28/1999	03/28/1999	0

XXXXX, XXXXX X 99999999999999999999	99/99/9999	99/99/9999	999
--	------------	------------	-----

Total Number of PLUS Loan Records: 9999999
 Average Days Elapsed: 999.99
 Recommended Tolerance: 99

Borrower's Name Student's Name Loan ID (Subsidized)	Received Date	Manifest Date	Days Elapsed
-----	-----	-----	-----
MAGUIRE, JERRY 424123456S98G91234001	03/28/1999	03/28/1999	0

Total Number of Subsidized Loan Records: 1
 Average Days Elapsed: 0.00
 Recommended Tolerance: 0

* = Current Date Used for Report

The * is used to show that the report is printed on the current day. This date is provided to show how many days have elapsed since action on the loan record was taken to the day the report was run. EDExpress calculates the number of days against the number of days setup in the system.

Batch Regeneration Measurement Report

Description

This report provides the counts of batches regenerated by batch type. There are no other sort or selection options.

Analysis Tips

If one batch type is regenerated significantly more than others, this may indicate problems with:

- Your hardware/software communications setup
- Procedure problems with creating and sending batches
- Improper use of the regeneration function

Batch Regeneration Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Batch Type	<p>Identifies the batch created for transmission to the Loan Origination Center. The first two characters identifies the type of records included in the batch:</p> <p>#D - Full Stafford Origination PF - Full PLUS Origination #E - Origination Change #A - Promissory Note Manifest #H – Disbursement #B – Booked Disbursements and Adjustment Dates SP – Servicer Refund</p> <p>The other portions of the Batch ID are school code, batch date, and batch type sequence number.</p>
Number of Times Regenerated	The number of times this batch has been regenerated.

Sample Output Document

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
Batch Regeneration Measurement Report

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Institution Code: 999999

Batch Type	# of Times Regenerated
-----	-----
ORIGINATION CHANGE	999
FULL PLUS ORIGINATION	999
FULL STAFFORD ORIGINATION	999
DISBURSEMENT	999
XXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Total Batches Regenerated:	99,999

Loan Origination Measurement Report

Description

This report monitors the process of loan origination from entering loan records through batching loan records for transmission to the LOC. Institution recommended tolerances (or guidelines) are set for the number of days each activity should be completed: a tolerance for the period from entering the loan record until the record is originated, and a tolerance for the period from origination to batching the record for export to the LOC. The actual process time for each activity is calculated and averaged for every loan record processed in the reporting period. The average days elapsed is compared to the institutional tolerances.

The report prints detail records of all the originated loan records on the database and calculates totals. The detail records are divided by loan type into three sections: PLUS, Stafford Subsidized, and Stafford Unsubsidized loans. Each section ends with subtotals and averages. When requesting the report within EDEExpress, you provide beginning and ending dates, the option to print totals only, exceptions only, and the standard sort and selection criteria.

Analysis Tips

When you review this report, pay attention to the tolerance exceptions. These exceptions indicate records that have taken longer than expected to process.

If the period from record creation to loan origination is exceeded, you might consider:

- Was the volume for the reporting period high or low?
- How does increased/decreased volume affect entry of origination records?
- Is data being received in a timely manner?
- What procedures are there to collect missing data?
- Is staff sufficient to keep up with data entry needs for reporting period?

If the period from origination to batched is exceeded, you might consider:

- Are origination batches being prepared frequently enough?
- Is there sufficient staff assigned to the batching process?

Loan Origination Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name, Student's Name, and Loan ID	The loans are identified and are sorted by the borrower's name, student's name, or Loan ID. Originated records are identified with a Loan Origination Status of R, (Ready) to be Batched, B, (Batched) for Export, or A for (Accepted) by the LOC.
ADD Date	The ADD date is the original date the loan was first entered into the EDEExpress software.
Origination Date	The loan origination date is the date the loan went through the origination process and anticipated disbursements were calculated.
Days Elapsed (ADD to Originated)	A calculated field indicating the days elapsed between the day the loan record was first entered and when it was originated.
Batched Date	The date the loan record was included in a batch to be sent to the Loan Origination Center.
Days Elapsed (Origination to Batched)	A calculated field indicating the days elapsed between when the loan was originated and when it was included in an export batch. An asterisk (*) prints if the current system date is used for the Batched date to calculate days elapsed.
Total Number of Loan Records	The total number of selected originated loan records in the loan database by loan type: PLUS, Stafford Subsidized, or Stafford Unsubsidized.
Average Days Elapsed: (ADD to Originated)	The average number of days elapsed between the date the loans were first entered and the date the loans were originated.
Average Days Elapsed: (Origination to Batched)	The average number of days elapsed between the date the loans were originated and the date the loans were batched.
Recommended Tolerance: (ADD to Originated)	The tolerance established by the institution for the number of days to elapse between entry and origination.
Recommended Tolerance: (Origination to Batched)	The tolerance established by the institution for the number of days to elapse between origination and inclusion in an export batch.

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
Loan Origination Measurement Report
(Query Title) Sort: Last Name
ALL RECORDS

Reported Period: 99/99/9999 to 99/99/9999

Student's Name:	Add	Orig	Days	Batched	Days
Loan ID (Unsubsidized)	Date	Date	Elapsed	Date	Elapsed
-----	-----	-----	-----	-----	-----
SHOUSE, RHONDA E	04/15/9999	04/15/9999	0	04/15/9999	0
111111119U98GXXXXX001					

Total Number of Unsubsidized Loan Records:	999
Average Days Elapsed (Add to Originated):	999.99
Average Days Elapsed (Originated to Batched):	999.99
Recommended Tolerance (Add to Originated):	99
Recommended Tolerance (Originated to Batched):	99

The * is used to show that the report is printed on the current day. This date is provided to show how many days have elapsed since action on the loan record was taken to the day the report was run. EDEExpress calculates the number of days against the number of days setup in the system.

Sample Output Document

Report Date: 05/22/2000 U.S. DEPARTMENT OF EDUCATION Page: 2
Report Time: 11:49:52 2000-2001 Federal Direct Loan Program

Loan Origination Measurement Report

(Query Title)

Sort: Last Name

ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: to

Borrower's Name:

Student's Name:

Loan ID (Subsidized)

Add
Date

Orig
Date

Days
Elapsed

Batched
Date

Days
Elapsed

AAAAA, AAA K

04/15/2000

04/15/2000

0

04/15/2000

0

22222222S00G02002000

MAGUIRE, JERRY A

03/19/2000

03/28/2000

9

04/15/2000

18

424123456S00G91234002

Total Number of Subsidized Loan Records:

2

Average Days Elapsed (Add to Originated):

4.50

Average Days Elapsed (Originated to Batched):

9.00

Recommended Tolerance (Add to Originated):

0

Recommended Tolerance (Originated to Batched):

0

Sample Output Document

Report Date: 05/22/2000 U.S. DEPARTMENT OF EDUCATION Page: 3
Report Time: 11:49:53 2000-2001 Federal Direct Loan Program
Loan Origination Measurement Report
(Query Title) Sort: Last Name
ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: to

Borrower's Name:

Student's Name:	Add Date	Orig Date	Days Elapsed	Batched Date	Days Elapsed
Loan ID (PLUS)					
-----	-----	-----	-----	-----	-----
ROTH, JIM J	03/21/2000	03/21/2000	0		62*
111111116P00G91234001					

Total Number of Plus Loan Records:	1
Average Days Elapsed (Add to Originated):	.00
Average Days Elapsed (Originated to Batched):	62.00
Recommended Tolerance (Add to Originated):	0
Recommended Tolerance (Originated to Batched):	0

Direct Loan Volume Measurement Report

Description

This report provides the volume of booked loans on your database by loan type. A loan is booked when the LOC has accepted the loan origination record, promissory note, and first disbursement. These loans are identified with an “A” status (Accepted) in the status field for origination, promissory note, and first disbursement. The detail section of the report lists the gross and net loan amounts.

When requesting this report from EDExpress, you enter the reporting period date range and select a totals only option, plus the standard sort and selection options. Before running this report, make sure all acknowledgments from the LOC have been imported and processed by your system.

Analysis Tips

This report can be utilized as a Direct Loan status report for end of period accounting and financial aid projections. Information from this report can be used for:

- Comparison with the 30 Day Warning Report from the LOC
- Comparison of volume between Direct Loan types
- Comparison of Direct Loan against other loan programs
- Loan and budget projections for the next fiscal year

Direct Loan Volume Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name and Student's Name	The loans are identified and can be sorted by the borrower's name and student's name.
Loan ID	Identifies the loan records. The report can be sorted by Loan ID. Loan records must have a status of A (Accepted) for the following status fields to be included on this report: origination, promissory note, and first disbursement.
Gross Amount	Prints the gross loan amount.
Net Amount	Prints the net loan amount.
Dependency Status	Prints the student's dependency status.
Total Number of <Loan Type> Loan Records	The total number of loans for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Number of Loan Records	The total number of booked loan records for all loan types.
Direct <Loan Type> Loan Volume	The total dollar value for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Loan Volume Grand Total	The total dollar value for all booked Direct Loans.
Direct <Loan Type> Loan Volume % of Grand Total	The percentage each loan type represents of the Loan Volume Grand Total.

Sample Output Document

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
 Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
 Direct Loan Volume Measurement Report
 (Query Title) Sort: Last Name
 ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period for 99/99/9999 to 99/99/9999

Borrower's Name

Student's Name Loan ID (Unsubsidized)	Gross Amount	Net Amount	Dep Status
----- XXXXXXXXXX, XXXXXX X 999999999999999999999999	----- \$9999999	----- \$9999999	----- I

Borrower's Name

Student's Name Loan ID (Subsidized)	Gross Amount	Net Amount	Dep Status
----- MAGUIRE, JERRY A 424123456S98G91234001	----- \$ 1,500	----- \$ 1,440	----- D
SSSSSS, SSSSS S 111111118S98G91234001	\$ 0	\$ 0	I

Borrower's Name

Student's Name Loan ID (PLUS)	Gross Amount	Net Amount	Dep Status
----- MAGUIRE, SUSAN J 424123456P98G91234001	----- \$ 750	----- \$ 720	----- D

Total Number of Unsubsidized Loan Records:	999
Total Number of Subsidized Loan Records:	999
Total Number of PLUS Loan Records:	999
Total Number of Loan Records:	999

Direct Unsubsidized Loan Volume:	\$999,999	\$999,999
Direct Subsidized Loan Volume:	\$999,313	\$999,999
Direct PLUS Loan Volume:	\$999,999	\$999,999
Direct Loan Volume Grand Total:	\$999,999	\$999,999

Direct Unsubsidized Loan Volume % of Grand Total:	99.99%
Direct Subsidized Loan Volume % of Grand Total:	99.99%
Direct PLUS Loan Volume % of Grand Total:	99.99%

Batch Activity Measurement Report

Description

This report monitors the process of creating, transmitting, and importing batches. Institution tolerances (or guidelines) are set for the number of days each type of batch should take to complete. When setting these tolerances, keep in mind the LOC's processing time, institutional procedures for exports and imports, and other specifics associated with your institution's communication software/hardware configuration.

When selecting this report from EDEExpress, you are prompted to provide the institution code, a reporting date range, batch type to be included, the option to print only exceptions to the tolerances, and the option to print totals only.

Analysis Tips

Analysis of the report results provides assistance with identifying possible bottlenecks or inefficiencies in your current procedures. This report can be utilized as part of a Continuous Improvement evaluation performed at regular reporting intervals.

- There are many variables that can affect transmitting batches to the LOC. If the Batch Activity report shows your process is performing outside of your institutional tolerances, you may want to consider:
- Creating procedures for sending and receiving data from the network
- Putting procedures in place to ensure timely transmission of data
- Including steps in your procedures for export and import into your system
- Critical time batch processing
- Processing batches efficiently during periods of high volume. You may want to set the report period to evaluate your batch control during these critical processing periods

Batch Activity Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Batch ID	<p>Identifies the batch created for transmission to the Loan Origination Center. The first two characters identify the type of records included in the batch:</p> <p>#D - Full Stafford Origination PF - Full PLUS Origination #E - Origination Change #A - Promissory Note Manifest #H - Disbursement #B - Booked disbursement and adjustment date SP - Servicer Refund #L - Allocation/Reallocation</p> <p>The other portions of the Batch ID are school code, batch date, and batch type sequence number.</p>
Batch Type	<p>The following are the batch types which are displayed on this report:</p> <p>Full Stafford Origination Full PLUS Origination Origination Change Promissory Note Manifest Disbursement Allocation/Reallocation</p>
Date Batched	The date the batch was created through the export process within your system. The report period is based on this date.
Import Date	The date the batch acknowledgment was imported into your system.
Days Elapsed (Batched to Import)	A calculated field indicating the days elapsed between when the batch was created and when the batch acknowledgment was imported. An asterisk (*) prints if the current system date is used for the Import date to calculate days elapsed.
Average Days Elapsed	The average number of days elapsed between the date the batch was created and the date the batch acknowledgment was imported.
Recommended Tolerance	The tolerance established by the institution for the number of days to elapse between batch and import.

Sample Output Document

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
 Report Time: 99:99:99 2000-2001 Federal Direct Loan Program

Batch Activity Measurement Report

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Reported Period: 99/99/9999 to 99/99/9999

Institution Code: X99999

Batch ID	Batch Type	Date Batched	Import Date	Days Elapsed
#D0G9123419000321021501	FULL ORIG STAFFORD	03/21/2000	03/23/2000	2

Full Origination Stafford

Average Days Elapsed: 25.33

Recommended Tolerance: 0

#E0G9123419000327021501	ORIGINATION CHANGE	03/27/2000		56 *
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Origination Change

Average Days Elapsed: 56.00

Recommended Tolerance: 0

#H0G9123419000831021501	DISBURSEMENT	08/31/2000	08/31/2000	0
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Disbursement

Average Days Elapsed: 0.00

Recommended Tolerance: 0

PF0G9123419000321021501	FULL ORIG PLUS	03/21/2000	03/28/2000	7
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Full Origination PLUS

Average Days Elapsed: 7.00

Recommended Tolerance: 0

Promissory Note Volume Measurement Report

Description

This report provides the volume of all promissory notes printed by your institution during a specified period. Loans that have a promissory note status of P(Printed), S(Signed and Returned), M(Manifested), A(Accepted by the LOC), or E(Rejected by LOC) are included on this report. Promissory note listings can be printed for each received promissory note, separated by loan type: subsidized Stafford, unsubsidized Stafford, and PLUS. The detail listings include the borrower's name, Loan ID, and promissory note sequence number. Total number of received promissory notes are calculated for each loan type and grand total. In addition to the totals, loan type percentages of the total promissory notes are calculated by this report. The user provides the reporting period date range and may select a totals only option.

Analysis Tips

Before running this report, make sure all promissory notes received and signed dates have been entered and acknowledgment batches have been processed. Also, take note of the following after running the report:

- Promissory notes with large print sequence numbers
- Is this a special case or is there a procedural problem that requires multiple reprints?
- Percent of grand total by loan type
- Are the percentages what you expected for each loan type? If not, is there a problem processing promissory notes for a certain loan type?
- Promissory note volume comparison to loan origination volume
- Is your promissory note volume behind your loan origination volume? If yes, is the cause due to collection of signed notes or entry of the received date into your system?

Promissory Note Volume Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name and Student's Name	The loans are identified and can be sorted by the borrower's name and student's name.
Loan ID <Loan Type>	Identifies the loan record for the promissory note. The report can be sorted by Loan ID.
Print Sequence No.	Prints the print sequence number indicating the number of times the promissory note has been printed.
Total Number of <Loan Type> Promissory Notes	The total number of received signed promissory notes in the loan database for each loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Total Number of Promissory Notes	The grand total number of received promissory notes.
Direct <Loan Type> Prom Note Volume % of Grand Total	The percentage each loan type represents of the grand total of received promissory notes.

Sample Output Document

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
Promissory Note Volume Measurement Report
(Query Title) Sort: Last Name
ALL RECORDS

THIS DOCUMENT CONTAINS SENSITIVE INFORMATION PROTECTED BY THE PRIVACY ACT

Promissory Note Volume for 99/99/9999 to 99/99/9999

Borrower's Name

Student's Name	Loan ID (Subsidized)
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MAGUIRE, JERRY A	424123456S00G91234001
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AAAA, AAA A	111111116S00G91234001
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Borrower's Name

Student's Name	Loan ID (PLUS)
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MAGUIRE, JERRY A	424123456P00G91234001
------------------	-----------------------

XXXXXXXXXXXXXXXX, XXXXXXXX X	9999999990099999999
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Total Number of Unsubsidized Promissory Notes: 999

Total Number of Subsidized Promissory Notes: 999

Total Number of PLUS Promissory Notes: 999

Total Number of Promissory Notes: 999

Direct Unsubsidized Prom Note Volume % of Grand Total: 99.99%

Direct Subsidized Prom Note Volume % of Grand Total: 99.99%

Direct PLUS Prom Note Volume % of Grand Total: 99.99%

Disbursement Measurement Report

Description

This report monitors the disbursement process by calculating and averaging the actual process time from acceptance of the promissory note to sending the actual disbursements in a batch to the LOC. The report compares the average number of days elapsed to your institutional tolerances (or guidelines). Analysis of these results provides assistance with identifying possible bottlenecks or inefficiencies in your current process.

At the time you select this report from EDEExpress, you may enter the beginning and ending dates for the reporting period, select an option to print only those records that exceed the tolerances, or totals only, and the standard sort and selection criteria.

Analysis Tips

If the Disbursement report shows your process is performing outside of the set tolerances, you may want to consider the following:

Disbursement date prior to promissory notes received date

- Is this due to making disbursements before sending promissory notes to the LOC? The pound sign (#) prints next to the days elapsed for this situation.
- Have you imported all promissory note acknowledgments? The promissory note acceptance date is sent to your institution in this file. Therefore, if the acknowledgment has not been imported, the report data may not reflect the actual situation.

Disbursement batch date prior to promissory note acceptance date

- Have you imported all promissory note acknowledgments?
- Ensure the promissory notes are sent to the LOC prior to sending the disbursement batch. The LOC needs to have the loan origination records, signed promissory notes, and first disbursements to book the loan.

Exceptions to tolerance from acceptance to disbursement

- For first disbursements, what has caused the delay in disbursements? Administrative process or student problems?
- If the majority of the disbursements reported are not the first disbursement, the tolerance value may need to be adjusted. Several months may have passed between when the promissory note is accepted and subsequent disbursements are made. Set the tolerance to what is most appropriate and re-run the report.

Exceptions to tolerance from disbursement to batched

- Exceptions to this tolerance value indicate the LOC is not promptly notified of disbursements.
- For first disbursements, remember delays in posting first disbursements delay the initial contact the LOC makes with your students.
- For all disbursements, the booked status with the LOC may be affected since disbursements on your system would not be reflected on the LOC's system.

Disbursement Measurement Report (Continued)

Report Headings and Data Descriptions

Heading	Description
Borrower's Name, Student's Name, and Loan ID	The loans are identified and can be sorted by the borrower's name, student's name, and Loan ID.
Prom Note Acc Date	The date the signed promissory note was accepted by the Loan Origination Center.
Disb Date	The date funds were disbursed to the borrower.
#	Identifies which disbursement was made: first through the twentieth.
Type	Identifies the type of disbursement reported. The valid values are: G Gross disbursement N Net disbursement A Adjusted gross disbursement J Adjusted net disbursement Q Adjusted disbursement date
Days Elapsed	Calculated field indicating the days elapsed between the date the signed promissory note was accepted and when the funds were disbursed. An asterisk (*) prints next to this value if the current system date is used for the Promissory Note received date. A pound sign (#) prints next to this value if disbursement occurred prior to accepting the signed promissory note.
Disb Batched Date	The date the disbursement was included in a batch to be sent to the LOC.
Days Elapsed	Calculated field indicating the days elapsed between when the disbursement was made and when it was included in an export batch. An asterisk (*) prints next to this value if the current system date is used for the Promissory Note received date.
Total Number of (Loan Type) Loan Records	The total number of records in the loan database with actual disbursements by the loan type: Stafford Subsidized, Stafford Unsubsidized, or PLUS.
Average Days Elapsed (Acceptance to Disbursement)	The average number of days elapsed between the date the promissory note was accepted and the date the disbursement was made.
Average Days Elapsed (Disbursement to Batched)	The average number of days elapsed between the date the disbursement was made and the date the disbursement was batched.
Recommended Tolerance (Acceptance to Disbursement)	The tolerance established by the institution for the number of days elapsed between promissory note acceptance and disbursement.
Recommended Tolerance (Disbursement to Batched)	The tolerance established by the institution for the number of days elapsed between disbursement and inclusion in a batch.

Report Date: 99/99/9999 U.S. DEPARTMENT OF EDUCATION Page: 99
Report Time: 99:99:99 2000-2001 Federal Direct Loan Program
Disbursement Measurement Report
(Query Title) Sort: Last Name
ALL RECORDS

Reported Period:99/99/9999 to 99/99/9999

Total Number of Unsubsidized Loan Records:	99,999,999
Average Days Elapsed (Acceptance to Disbursement):	999.99
Average Days Elapsed (Disbursement to Batched):	999.99
Recommended Tolerance (Acceptance to Disbursement):	99
Recommended Tolerance (Disbursement to Batched):	99

Total Number of Subsidized Loan Records:	99,999,999
Average Days Elapsed (Acceptance to Disbursement):	999.99
Average Days Elapsed (Disbursement to Batched):	999.99
Recommended Tolerance (Acceptance to Disbursement):	99
Recommended Tolerance (Disbursement to Batched):	99

Total Number of Plus Loan Records:	99,999,999
Average Days Elapsed (Acceptance to Disbursement):	999.99
Average Days Elapsed (Disbursement to Batched):	999.99
Recommended Tolerance (Acceptance to Disbursement):	99
Recommended Tolerance (Disbursement to Batched):	99